

AGENDA

BOARD OF MAYOR AND ALDERMEN

December 21, 2004

**7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation to be made by Mayor Baines to Mrs. Georgie Reagan.
4. Presentation to be made by representatives of the Manchester Convention and Visitor's Bureau.

CONSENT AGENDA

5. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Approve Under the Supervision of the Department of Highways

- A. PSNH Pole Petition #11-1041 located on Lilac Court.

Accept Funds and Remand for the Purpose Intended

- B. Receipt of \$2,000.00 from Wilkins Mechanical Services towards purchasing equipment and supplies for the Police Department's Mounted Patrol.

REPORTS OF COMMITTEES

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- C. Recommending that the draft tuition reimbursement policy and staff development policy (enclosed herein) be approved.
- D. Advising that it has approved Ordinance:

"Amending Sections 33.024 & 33.025 (Deputy Welfare Commissioner to Welfare Specialist II) of the Code of Ordinances of the City of Manchester."

providing for a reclassification of the Deputy Welfare Commissioner, salary grade 22, to a Welfare Specialist II, salary grade 18, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

COMMITTEE ON LANDS AND BUILDINGS

- E. Recommending that in accordance with RSA 80:80 the Mayor be authorized to dispose of certain property situated at Francis Street, known as Map 0861, Lot 0025-N by executing deeds relating all rights, title interest, or claims in said property. Said property formerly owned by Francisco F. Jardine was acquired by the City of Manchester by virtue of Tax Collector's deed dated September 2, 1943 and recorded in Hillsborough County Registry of Deeds on September 9, 1943, Volume 1051, Page 0369.

The Committee recommends that said property be disposed of through public auction with a minimum bid to be set at \$14,000.

The Committee advises that it has found such property to be surplus to City needs; and that the Board of Assessors has provided an opinion of value in the range of \$20,000-\$40,000.

The Committee further recommends that the Tax Collector and City Solicitor be authorized to proceed with disposition and prepare such documents as may be required, and that the Finance Officer be authorized to credit tax deeded accounts as deemed necessary.

- F. Advising that they have approved a request from Leo Bernier to install a replica "old time" clock, formerly housed at the Mall of New Hampshire, on Stark Street in proximity to the City Hall Complex. This clock is representative of those that were once displayed on Elm Street. The Committee notes that any costs associated with this placement will be covered by donations and the use of the City Clerk's special projects account.

COMMITTEE ON TRAFFIC/PUBLIC SAFETY

- G. Recommending that regulations governing standing, stopping, parking and operation of vehicles be adopted and put into effect when duly advertised and posted.
- H. Advising that it has adopted the enclosed process regarding the sale of the Center of NH garage.

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

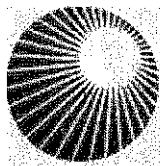
6. Nominations to be presented by Mayor Baines, if available.
7. Report of the Committee on Traffic/Public Safety, if available.
Ladies and Gentlemen, what is your pleasure?
8. Communication from Mayor Baines requesting that the second meeting in January be held on the 25th rather than the 18th due to a scheduling conflict.
Ladies and Gentlemen, what is your pleasure?
9. Communication from Fire Chief Kane seeking authorization to use an RFP for the replacement of Truck 3.
Ladies and Gentlemen, what is your pleasure?

10. Communication from Frank Thomas, Public Works Director, requesting authorization to accept State funds and execute any related documents for the Household Hazardous Waste Collection Project to be held on Saturday, May 14, 2005.
Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

11. Report of the Committee on Community Improvement recommending that pursuant to RSA 232:22A Hillcrest Avenue be reclassified from a Class VI to a Class IV highway contingent upon a design plan of improvements acceptable to the Highway Department submitted by a licensed NH engineer, and a bond for the cost of construction presented in the design plan that is acceptable to the Highway Department being received by the Highway Department. Such reclassification to become effective upon certification by the Public Works Director to the City Clerk that such items have been received and are acceptable to the Highway Department.
(Tabled 11/16/2004 at the request of Alderman Garrity.)
12. Report of the Committee on Traffic/Public Safety recommending that Ordinance:
 "Amending Section 70.57(A) Parking Rates of the Code of Ordinances of the City of Manchester by increasing the monthly parking garage rates."
providing for increase of parking garage rates from \$65.00 monthly to \$70.00 monthly, as enclosed herein, be adopted with an effective date of January 1, 2005.
(Tabled 11/16/2004 at the request of Alderman Guinta.)
13. **NEW BUSINESS**
 - a) Communications
 - b) Aldermen
14. If there is no further business, a motion is in order to adjourn.



**Public Service
of New Hampshire**

The Northeast Utilities System

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101-2097

December 10, 2004

Enclosed for your review is pole license petition 11-1041 for poles located in the City of Manchester.

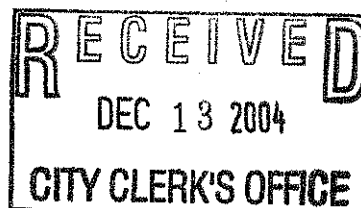
If approved, please have the License section signed by the proper authority. Keep the copy labeled "CITY" for your files, and return the remaining copies to me at the address below. All billing should be sent to this same address. If rejected, please return the documents to me with documentation as to why it was rejected so that I may notify our field personnel.

Appreciate your help in expediting this petition. Please give me a call if you have any questions. I can be reached at 634-3234.

Thank you,

Kerry O'Donnell
Right of Way Department
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989

Enclosure(s)



A

PETITION AND POLE LICENSE
PETITION

11-1041

ASAT

Manchester, New Hampshire

November 30, 2004

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole, 148/1, and three (3) transformer pads, 148/T1, T2 and T3, located on Lilac Court in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: *[Signature]*

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: *[Signature]*

Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This _____ day of _____, 2004, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-1041, dated August 29, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: _____

BY: _____

BY: _____

Received and entered in the records of the City of Manchester, New Hampshire, Book _____, Page _____

Date: _____

ATTEST: _____

City Clerk

A



City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

December 10, 2004


Board of Mayor and Aldermen
C/o Mr. Leo Bernier
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

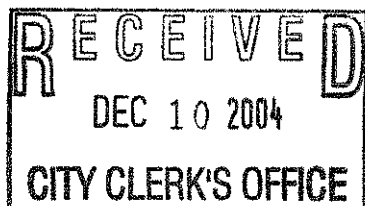
Dear Honorable Board of Mayor and Aldermen,

Attached is a letter from Deputy Chief of Police Gary T. Simmons stating his receipt of \$2,000.00 from Wilkins Mechanical Services towards purchasing equipment and supplies for Mounted Patrol.

I request that you accept the funds and remand them for the purpose intended.

Respectfully submitted,


Randy M. Sherman
Deputy Finance Officer



B



John A. Jaskolka
Chief

City of Manchester Police Department

Ralph Miller Public Safety Center
351 Chestnut Street Manchester, New Hampshire 03101-2294
(603) 668-8711 Business Phone
(603) 668-8941 Main Fax
(603) 628-6137 Administrative Offices Fax

Commission

James A. McDonald, Sr.
John J. Tenn
Nury Marquez
Thomas D. Noonan
Calvin T. Cramer

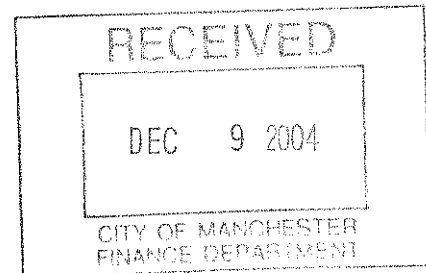
Deputy Chiefs

Richard P. O'Leary
Glenn S. Leidemer
Gary T. Simmons

Executive Secretary
Kim Demers

December 8, 2004

Mr. Randy Sherman
Deputy Finance Director
City of Manchester
One City Hall Plaza
Manchester, NH 03101

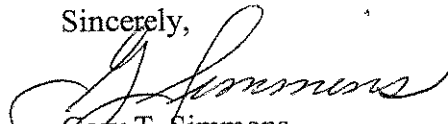


Dear Randy,

On December 7, 2004, our Department was presented a check for \$2,000.00 from the Wilkins Mechanical Services, Inc. towards purchasing equipment and supplies for the Mounted Patrol.

I request that you present our request to the Board of Mayor and Aldermen to accept the funds and remand them for the purpose intended. The funds have been deposited into 3320C10772 awaiting approval to expend them.

Sincerely,


Gary T. Simmons
Deputy Chief of Police

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



Internet: www.manchesterpd.com

E-mail: manchesterpd@ci.manchester.nh.us

B

WILKINS MECHANICAL SERVICES, INC. / OPERATING ACCOUNT 30219

SPONSORSHIP \$2,000.00 \$0.00 \$2,000.00

12/7/2004 300219 \$2,000.00 \$0.00 \$2,000.00
MANCHESTER MOUNTED PATROL UNIT

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER.

WILKINS MECHANICAL SERVICES, INC.
OPERATING ACCOUNT
7 BELLEMORE DR. UNIT #1
BEDFORD, NH 03110

CENTRIX BANK & TRUST
BEDFORD, NH 03110-0454
54-202/114

30219
300219
12/7/2004

PAY TO THE ORDER OF MANCHESTER MOUNTED PATROL UNIT \$ \$2,000.00

Two Thousand DOLLARS and 00 CENTS DOLLARS

MANCHESTER MOUNTED PATROL UNIT
351 CHESTNUT STREET
MANCHESTER NH 03101-2294

MEMO: SPONSORSHIP

Deke Garry
VOID AFTER 20 DAYS



THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ARTIFICIAL WATERMARK - HOLD AT ANGLE TO VIEW

B

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the draft tuition reimbursement policy and staff development policy (enclosed herein) be approved.

Respectfully submitted,


Clerk of Committee


C

**NON-AFFILIATED EMPLOYEE
TUITION REIMBURSEMENT POLICY**

I PROGRAM OUTLINE

- A. The purpose of the tuition reimbursement program is to encourage eligible City employees to seek further education in their current classification or in areas that could lead to their upward mobility within the City. The program is for college level courses leading to a degree or attaining professional certifications.
- B. Employees who are eligible to participate in the tuition reimbursement program are regular full time employees who have completed their probationary period.
- C. The objective of the tuition reimbursement program includes:
 - 1. Improvement of the employee's work related knowledge, skills and abilities.
 - 2. Improved methods, systems, techniques, work quality and service.
 - 3. Opportunity for advancement within the City.
 - 4. To attain professional certifications.
- D. Annual reimbursement levels:
 - 1. Seventy-five percent (75%) of tuition, books, registration, lab and other fees (excluding parking, Late registration, housing and travel expenses).
 - 2. Eligible employees may be reimbursed up to \$2,000 per fiscal year.
 - 3. Payment for courses will be on a first come first serve basis until funds are no longer available.
- E. Rejections of Requests:
 - 1. An employee who does not meet the eligibility criteria will not be approved for tuition reimbursement.
 - 2. If the course is not related to an employee's classification or his/her career path which has been approved by his/her Department Head, the request will not be approved.
 - 3. If the employee has already met the maximum annual Reimbursement level.
 - 4. Funds for tuition reimbursement have been exhausted.
 - 5. Conflict with work schedule.
 - 6. Tuition reimbursement application and receipts are not received in a timely manner pursuant to this policy.

7. Other financial assistance alternatives exceeds or equals course costs.
8. Failure of the employee to submit all paperwork within prescribed time periods.

II. PROCEDURE FOR TUITION REIMBURSEMENT


A. Application

1. Employee must complete the Application for Tuition reimbursement in full. Attach original receipts to the application form.
2. Request Department Head to approve application, have Department Head sign application form.
3. Submit completed application and receipts at least 30 days prior to the start of the class to Human Resources.
4. Human Resources Director will review application to determine whether or not it is in compliance with the Tuition Reimbursement Policy.
5. Once final approval is granted, Human Resources shall Reimburse the employee fifty percent (50%) of the allowable seventy five percent (75%).
6. Upon completion of the class, the employee shall submit a copy of the course grade to Human Resources.
7. Human Resources will reimburse the employee for the balance of the 75% to the maximum of the allowable reimbursement.
8. Employees who do not complete the class or who fail the class, shall be responsible for reimbursing the City for the funds that have already been granted.

III. TUITION REIMBURSEMENT FOR DEPARTMENT HEADS

1. Department Heads shall submit tuition reimbursement applications to the Mayor for his/her approval.
2. If the request is approved, the Department Head shall follow the procedures as outlined in Section II.

IV. DEVIATIONS FROM THE POLICY

1. Any deviations from this policy must be approved by the Human Resources and Insurance Committee prior to any employee commencing course work.
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STAFF DEVELOPMENT POLICY

I Purpose of Staff Development

Staff development is intended to enhance or assist employees in successfully fulfilling their duties and responsibilities. Staff development can also be for assisting employees to improve their performance as well as assisting employees retain professional certifications.

II Acceptable Programs

Programs should be related to the employee's job classification or a career path that has been approved by the Department Head. For example:

1. College courses
2. Training awarding continuing education units (CEU's)
3. Seminars
4. Workshops

III Payment for Staff Development Programs

Employees shall be required to obtain approval from their Department Head to attend staff development programs.

Payment for approved programs shall be at 100% from the departmental budget.

2


To the Board of Mayor and Aldermen of the City of Manchester:


The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Sections 33.024 & 33.025 (Deputy Welfare Commissioner to Welfare Specialist II) of the Code of Ordinances of the City of Manchester.”

providing for a reclassification of the Deputy Welfare Commissioner, salary grade 22, to a Welfare Specialist II, salary grade 18, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

Respectfully submitted,


Clerk of Committee



D

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending Sections 33.024, & 33.025, (Deputy Welfare Commissioner to Welfare Specialist II) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
s follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Deputy Welfare Commissioner, Class Code 7125 to
Welfare Specialist II, Class Code 7130

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Deputy Welfare Commissioner, Class Code 7125, Grade 22 to
Welfare Specialist II, Class Code 7130, Grade 18

This Ordinance shall take effect upon its passage and all Ordinances or parts of
Ordinances inconsistent therewith are hereby repealed.

D



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Welfare Specialist II
Class Code Number	7130

General Statement of Duties

Determines client eligibility for emergency and/or general welfare assistance, assesses long term needs for self-sufficiency and makes referrals to other agencies as needed; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to determine eligibility and provide emergency and/or general assistance as needed. The work is performed under the supervision and direction of the Welfare Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department employees, clients, other public and private agencies, vendors, landlords, local businesses and the public. The principal duties of this class are performed in an office setting, with some exposure to dangerous situations.

Examples of Essential Work (illustrative only)

- Interviews applicants, assesses needs, determines eligibility and issues vouchers as eligibility requirements are met;
- Assesses clients long term needs, resolves problems as possible and develops appropriate plans of action;

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- Acts as liaison and advocate for the client with other Federal, State and municipal agencies, landlords and utility companies as needed;
- Confers with medical facilities and doctors on the medical/pharmaceutical needs of client;
- Investigates client's background, verifies information, makes home visits as necessary and monitors client's compliance with allowable purchases and activities;
- Assesses emergency or crisis situations and expedites assistance as necessary;
- Writes detailed case notes on each client and keeps statistical data for tracking and informational purposes;
- Assesses client's long-term needs, resolves problems as possible and develops appropriate plans of action in conjunction with the client;
- Understands and employs utmost care with regard to the decision making process;
- Meets regularly with staff and residents of the family shelter to monitor client progress;
- Directs and monitors case plans and responds immediately in crisis situations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of current economic and social service programs at the local, State and Federal level;
 - Thorough knowledge of referral agencies involved in social service provision;
 - Thorough knowledge of interviewing skills and techniques of dealing with people in crisis;
 - Some knowledge of investigative techniques;
 - Some knowledge of leadership qualities and the skill to use them effectively;
 - Some knowledge of motivation techniques and ability to use them to effect client self-motivation;
 - Some knowledge of accounting methods;
 - Ability to coordinate numerous complex situations at one time;
 - Ability to organize work to ensure efficient workflow and effective case management;
 - Ability to research client's needs and analyze them;
 - Ability to use persuasion and negotiation when dealing with clients and other involved entities;
 - Ability to solve problems and make decisions;
- D

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in a related social science field; and
- Considerable experience in social service programs; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to be aware of the surroundings, which could become dangerous;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to accomplish the assigned tasks ;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to accomplish the assigned tasks.

Approved by: _____ Date: _____

D



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Deputy Welfare Commissioner
Class Code Number	7125

General Statement of Duties

Manages assigned operations and activities and other related work as directed by the Welfare Commissioner; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all the Welfare related functions of the Welfare Department and other business and/or fiscally related functions as directed by the Welfare Commissioner. The work is performed under the supervision and direction of the Welfare Commissioner but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the classes of Welfare Specialist I, II and III. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with clients, other employees, City officials and employees, Federal and State agencies, other social service agencies and the public. The principal duties of this class are performed in an office setting, with regular exposure to dangerous situations.

Examples of Essential Work (illustrative only)

- Works with the Welfare Commissioner in planning, organizing, directing and evaluating the work of the Departmental staff in implementing the expressed goals, policies, and directives of the Welfare Department;
- Supervises, trains, evaluates and coordinates the work of employees involved in various welfare activities;

- Regularly discusses problems, policies and procedures with workers individually and in staff meetings;
- Facilitates conflict resolution with clients and/or employees as needed;
- Approves expenditures and actions taken by Welfare Specialists;
- Reviews cases and decisions of Welfare Specialists to ensure statutory obligations are met;
- Keeps abreast of the latest local, Federal, and State laws and resources to maintain compliance and have the best available information for the clients and Welfare staff;
- Ensures public funds are spent judiciously and effectively;
- Counsels clients who have complaints and investigates the validity of the complaints;
- Observes eligibility interviews;
- Creates and compiles statistical spreadsheets from daily logs completed by Welfare Specialist;
- Prepares reports from spreadsheets and subsequent analyses as requested by the Welfare Commissioner;
- Researches, analyzes and presents reports as requested by the Welfare Commissioner;
- Assists with budget preparation, as required;
- Gives presentations as needed;
- Represents the department on various occasions;
- Performs the duties of Welfare Specialists as needed;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps Welfare Commissioner and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of the rules, regulations, laws procedures, and policies relative to Federal, State, and local economic assistance programs;
- Substantial knowledge of practices and procedures of supervision;
- Substantial knowledge referral resources available in the community;
- Substantial knowledge of the basic principles of human behavior;
- Substantial knowledge of contemporary social and economic conditions of target population; Ability to plan and direct program activities relative to eligibility determination and payment of economic assistance benefits;
- Ability to work successfully with individuals and groups;

D

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to defuse volatile situations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in a related social science area or Public Administration; and
- Considerable experience in program eligibility determination or supervision; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to be aware of potential problems with angry clients;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in a normal office environment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a normal office environment.

Approved by: _____

Date: _____

Amended by : BMADate: 9/5/00

D

To the Board of Mayor and Aldermen of the City of Manchester:


The Committee on Lands & Buildings respectfully recommends, after due and careful consideration, that in accordance with RSA 80:80 the Mayor be authorized to dispose of certain property situated at Francis Street, known as Map 0861, Lot 0025-N by executing deeds releasing all rights, title interest, or claims in said property. Said property formerly owned by Francisco R. Jardine was acquired by the City of Manchester by virtue of Tax Collector's deed dated September 2, 1943 and recorded in Hillsborough County Registry of Deeds on September 9, 1943, Volume 1051, Page 0369.

The Committee recommends that said property be disposed of through public auction with a minimum bid to be set at \$14,000.

The Committee advises that it has found such property to be surplus to City needs; and that the Board of Assessors has provided an opinion of value in the range of \$20,000-\$40,000.

The Committee further recommends that the Tax Collector and City Solicitor be authorized to proceed with disposition and prepare such documents as may be required, and that the Finance Officer be authorized to credit tax deed accounts as deemed necessary.

Respectfully submitted,


Clerk of Committee

11

2/17/04 - Tabbed

Associated Realty
816 Elm Street #186
Manchester NH 03101
(603) 668-6900

The Board of Mayor and Alderman
c/o Manchester City Clerk
1 City Hall Plaza
Manchester NH 03101

Dear Members of the Board:

This office represents Mr. Rene Soucy in his attempt to purchase the property on Frances Street in Manchester known and described as upper lot 24 and lower lot 23 map 861.

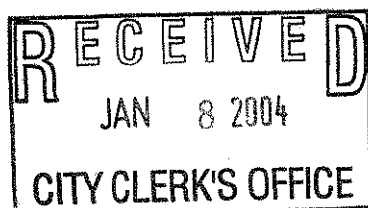
His right to purchase this property is contingent upon his purchasing lot #25 from the City of Manchester. Mr. Soucy wishes to purchase lot #25 for \$10,000.00 from the city and he has notified Mr. Peter Sampo, the only other abutter of his intent.

Kindly please consider Mr. Soucy's offer and notify me of additional steps necessary to complete this purchase.

Thank you in advance for your anticipated help with this matter.

Sincerely


Kenneth A DeSchuiteneer



E

9/16/2003

Buildings and Land Community;

Gentlemen,

I am negotiating to purchase two lot's on Francis street (west) in manchester.

The lot's are #23 and 24 on city map #861.

I am interested in purchasing a lot owned by the city, lot #25 abutting lot 24, or whatever part of it I would need to consolidate with lot #24 in order to build a single family dwelling.

I would keep lot #23 as a dry lot and a buffer to be neighbor friendly.

Thank you for your consideration in this matter

PS IF not all of lot #25
100X100 would do.

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191-2000	375	244-2000	373
190-2000	378	245-2000	376
189-2000	379	246-2000	377
188-2000	382	247-2000	380
187-2000	385	248-2000	381
186-2000	386	249-2000	385
185-2000	387	250-2000	388
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Francis St

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16-2000	193	601-2000	192
15-2000	192	602-2000	191
14-2000	191	603-2000	190
13-2000	190	604-2000	189

CONSTRUCTION DETAIL				
Element	Cd.	Ch.	Description	Commercial Data Elements
Style/Type Model Grade	99 00		Vacant Land Vacant	Element Cd. Ch. Description
Stories Occupancy				Heat & AC Frame Type Baths/Plumbing
Exterior Wall 1 2				Ceiling/Wall Rooms/Ptrns % Common Wall Wall Height
Roof Structure Roof Cover				
Interior Wall 1 2				
Interior Floor 1 2				
Heating Fuel Heating Type AC Type				
Bedrooms Bathrooms				
Total Rooms				
Bath Type Kitchen Style				
MIXED USE				
Code	Description	L/B	Units	
9500	NON TAX R		Percentage 100	
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)				
Code	Description	Yr.	Unit Price	Dp Rt %Cnd Apr. Value
BUILDING SUB-AREA SUMMARY SECTION				
Code	Description	Living Area	Gross Area	Eff. Area Unit Cost Undeprec. Value
Ttl. Gross Liv/Lease Area				



To: Committee on Lands and Buildings
From: Board of Assessors
Date: November 6, 2003

Re: (Map 861, Lot 25-N)
Request to Purchase Property Francis Street

The following is a summary of important facts and the value estimate:

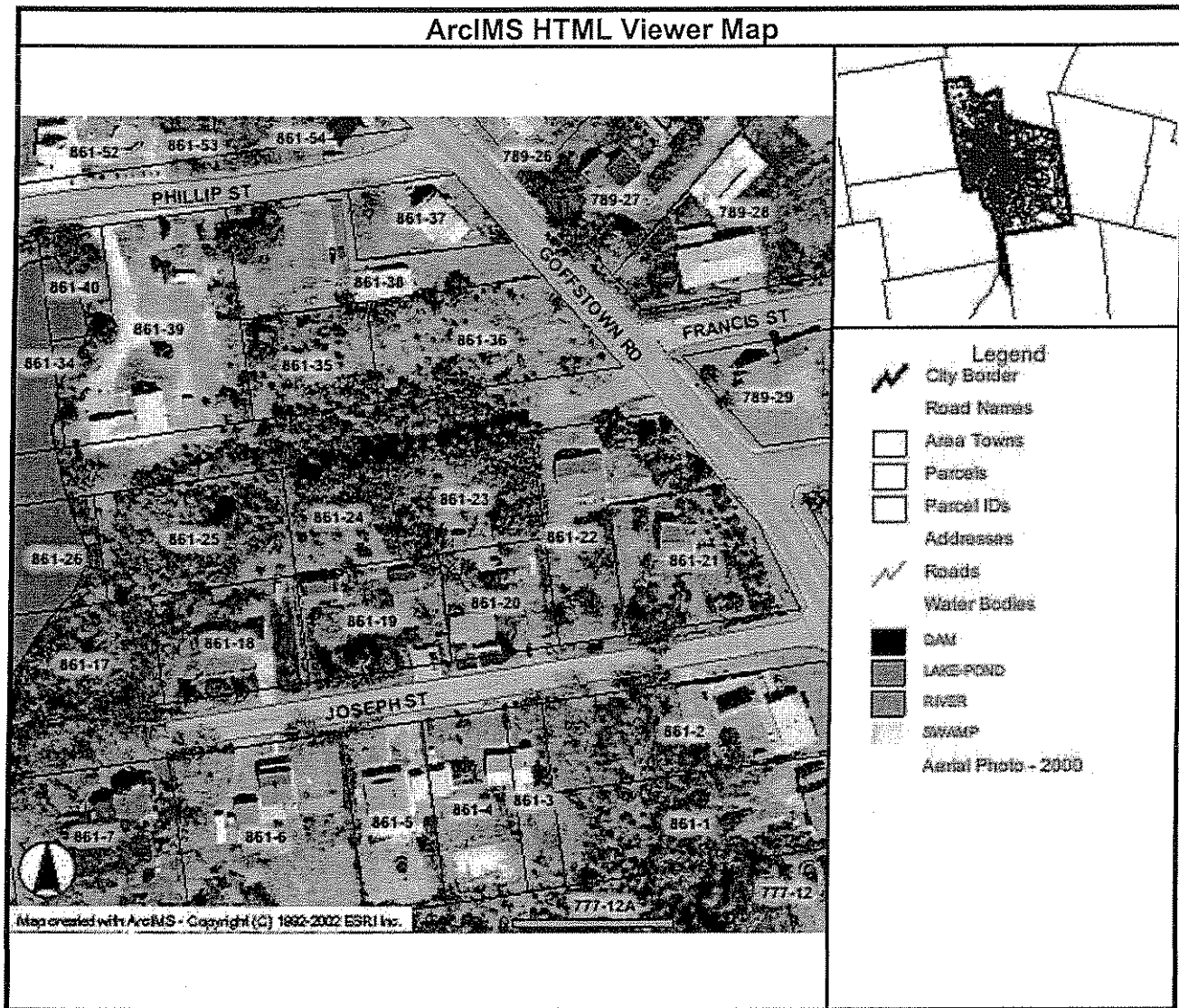
Property Location	Land Francis St. West Side
Assessors Map/Lot	Map 861 , Lot 25N
Property Owner	City of Manchester, NH
Deed Book/Page	Deeded 9/2/43 Book 1051 Page 0369 Recorded 9/9/43
Date Acquired	9/2/43
Improved/Vacant	Vacant
Total Land Area	Square Feet (Acres) 18,000 or .41 Acres
Current Zoning	R-1A
Overlay District	
Easements/Restrictions	
Utilities Available	Water
Total Current Assessment	8,000
Indicated Range of Value/Unit	
Indicated Range of Value	20,000 TO 40,000
Comments	According to the Health Dept if they have water and need septic they need 25,000-sq. ft., if they don't have either than they need 37,500 sq. ft in order to build a house.

Respectfully submitted by the Board of Assessors,

Thomas C. Nichols

Thomas C. Nichols, Acting Chairman

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City of Manchester
Office of the Tax Collector

City Hall
One City Hall Plaza - West
Manchester, New Hampshire 03101
(603) 624-6575 (Phone)
(603) 628-6162 (Fax)

Joan A. Porter
Tax Collector

Memorandum

DATE: November 10, 2003
TO: Land & Building Committee
FROM: Joan A. Porter, Tax Collector
RE: **L Francis Street**

As requested, the following contains information regarding the Tax-Deeded property located at: **L Francis St**

Prior Owners: Francisco R Jardine
Map/Lot: 0861/0025-N
Lien Date: 09/05/1941
Deed Date: 09/02/1943
Recorded Date: 09/09/1943
Book/Page: 1051/0369
Back Taxes \$7.06 (**not including interest and costs**)

I do not have any objections to the disposition of this property.

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City of Manchester, NH - Tax Miscellaneous Information Inquiry

Functions Options Help



11/05/2003 4:25:38 PM

Special Notes

Tax account ID 203082
 Account description
 Personal Property Acct
 Location address FRANCIS ST
 Owner name CITY OF MANCHESTER TAX COLLECT

[View detail](#)

Description	Free-Form Information
IN DEED STATUS	DEEDED TO TAX 9-02-43 VOL 1051 PAGE 0369
IN DEED STATUS	DATE DEED RECORDED 09-09-43
IN DEED STATUS	OO: JARDINE, FRANCISCO R
IN DEED STATUS	ORIGINAL LIEN DATE: SEP 05, 1941 FOR 1940

OK

Exit

Cancel

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Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

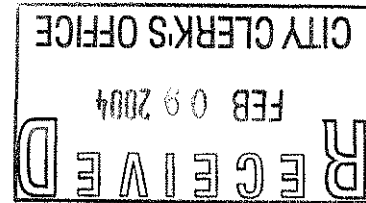
Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

February 4, 2003

Committee on Land and Buildings
Honorable Board of Mayor and Aldermen
City Hall - One City Hall Plaza
Manchester, N.H. 03101



RE: *Disposition of city-owned property on Francis Street (Tax Map 861, Lot 25)*

Dear Committee Members:

This is to provide a report pursuant to Section 23½ pertaining to the above-referenced parcel.

The Committee has received a letter from Mr. Rene Soucy who is currently seeking to acquire two adjoining privately owned parcels (TM 861, Lots 23 & 24) located on Francis Street, a private way off the west side of Goffstown Road. Prior to concluding his final acquisition of these two lots, Mr. Soucy has asked the Committee whether or not the City would sell him the city-owned Lot 25, a tax-deeded property which abuts the west end of Lot 24 (refer to the accompanying map). Mr. Soucy has verbally stated that his goal with respect to these purchases would be to

- (a) consolidate the 10,000 s.f. Lot 24 with the 18,000 s.f. Lot 25 in order to create a new 28,000 s.f. parcel which would meet the R-1A zoning district's 1-Family detached dwelling unit 12,500 s.f. minimum lot size requirement by; and
- (b) use Lot 23 as a buffer lot "to be neighbor friendly".

Surplus Determination: The Planning Department has reviewed this request and has concluded that there is no public purpose to the City's continuing ownership of Lot 25. As such we would have no objection if Lot 25 were to be declared "surplus" and disposed of in a manner consistent with Section 23 1/2 of the City Ordinances.

Disposition:

City-owned Lot 25 is located on a private way and is abutted by five separate privately-owned parcels, two of which have a substantial border with Lot 25 (TM 861, Lots 18 & 24). Due to the way the parcels in this area are configured, we feel that it is logical for the City to offer to sell Lot 25 to the owner of either Lot 18 or Lot 24.

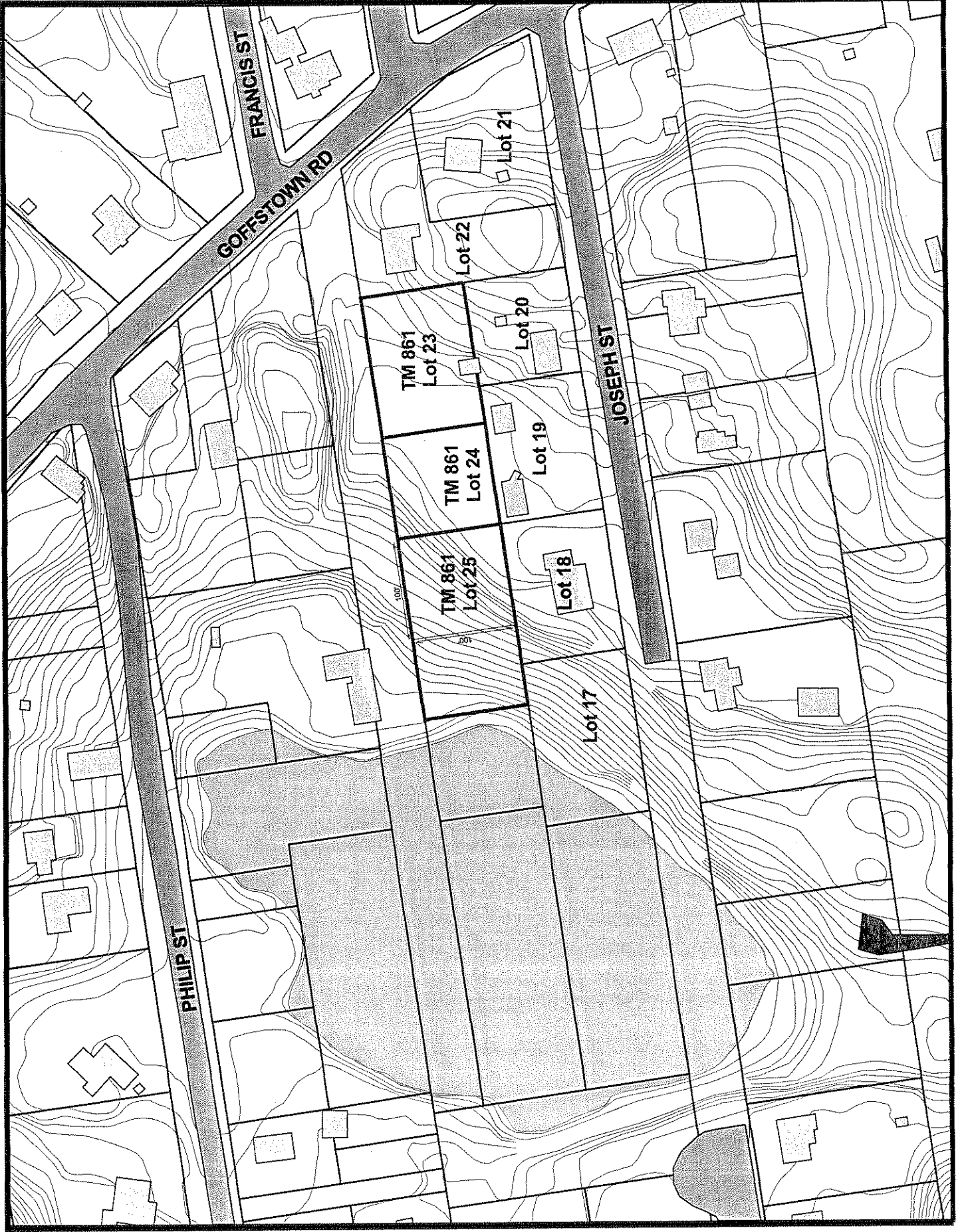
Sincerely,



Robert S. MacKenzie
Director of Planning

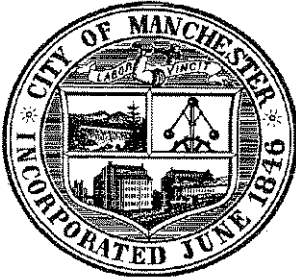
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 · FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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Vicinity of Joseph and Francis Streets





City of Manchester
Office of the Tax Collector

City Hall
One City Hall Plaza - West
Manchester, New Hampshire 03101 Joan A. Porter
(603) 624-6575 (Phone) Tax Collector
(603) 628-6162 (Fax)

Memorandum

DATE: January 15, 2004
TO: Land & Building Committee
FROM: Joan A. Porter, Tax Collector
RE: **L Francis St**

As requested, the following contains information regarding the Tax-Deeded property located at: **L Francis St**

Prior Owners: Francisco R. Jardine
Map/Lot: 0861/0025
Lien Date: 09/05/41
Deed Date: 09/02/43
Recorded Date: 09/09/43
Book/Page: 051/369
Back Taxes \$7.06 (not including interest and costs)

I do not have any objections to the disposition of this property.

This property was tax-deeded prior to 6/25/98 and therefore there are no requirements to notify the former owner.

E

Colony Rd

317-2	300-2000	507	317-2
318-2	299-2000	506	318-2
319-2	298-2000	505	319-2
320-2	297-2000	504	320-2
321-2	296-2000	503	321-2
322-2	295-2000	502	322-2
323-2	294-2000	501	323-2
324-2	293-2000	500	324-2
325-2	292-2000	499	325-2
326-2	291-2000	498	326-2
327-2	290-2000	497	327-2
328-2	289-2000	496	328-2
329-2	288-2000	495	329-2
330-2	287-2000	494	330-2
331-2	286-2000	493	331-2
332-2	285-2000	492	332-2
333-2	284-2000	491	333-2
334-2	283-2000	490	334-2
335-2	282-2000	489	335-2
336-2	281-2000	488	336-2
337-2	280-2000	487	337-2
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351-2	266-2000	473	351-2
352-2	265-2000	472	352-2
353-2	264-2000	471	353-2
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356-2	261-2000	468	356-2
357-2	260-2000	467	357-2
358-2	259-2000	466	358-2
359-2	258-2000	465	359-2
360-2	257-2000	464	360-2
361-2	256-2000	463	361-2
362-2	255-2000	462	362-2
363-2	254-2000	461	363-2
364-2	253-2000	460	364-2
365-2	252-2000	459	365-2
366-2	251-2000	458	366-2
367-2	250-2000	457	367-2
368-2	249-2000	456	368-2
369-2	248-2000	455	369-2
370-2	247-2000	454	370-2
371-2	246-2000	453	371-2
372-2	245-2000	452	372-2
373-2	244-2000	451	373-2
374-2	243-2000	450	374-2
375-2	242-2000	449	375-2
376-2	241-2000	448	376-2
377-2	240-2000	447	377-2
378-2	239-2000	446	378-2
379-2	238-2000	445	379-2
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383-2	234-2000	441	383-2
384-2	233-2000	440	384-2
385-2	232-2000	439	385-2
386-2	231-2000	438	386-2
387-2	230-2000	437	387-2
388-2	229-2000	436	388-2
389-2	228-2000	435	389-2
390-2	227-2000	434	390-2
391-2	226-2000	433	391-2
392-2	225-2000	432	392-2
393-2	224-2000	431	393-2
394-2	223-2000	430	394-2
395-2	222-2000	429	395-2
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417-2	200-2000	407	417-2
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433-2	184-2000	391	433-2
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435-2	182-2000	389	435-2
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492-2	125-2000	332	492-2
493-2	124-2000	331	493-2
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495-2	122-2000	329	495-2
496-2	121-2000	328	496-2
497-2	120-2000	327	497-2
498-2	119-2000	326	498-2
499-2	118-2000	325	499-2
500-2	117-2000	324	500-2

STREET

Francis

FRANCIS

317-2	300-2000	507	317-2
318-2	299-2000	506	318-2
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395-2	222-2000	429	395-2
396-2	221-2000	428	396-2
397-2	220-2000	427	397-2

July 27, 2004

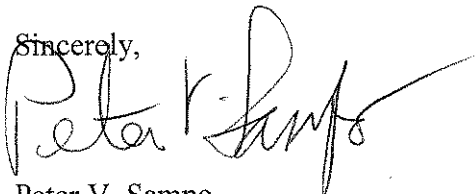
City Clerk's Office
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Sir:

I live on 87 Joseph Street in Manchester. My property abuts city lot map 861 lot 25. I wish to purchase this lot should the city put it up for sale. I am willing to pay \$15,000 for this lot.

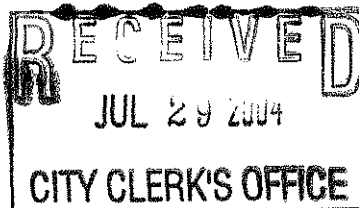
Thank you for consideration.

Sincerely,

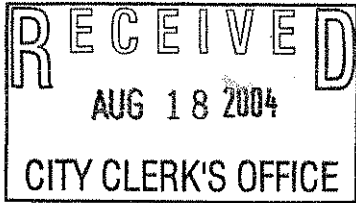


Peter V. Sampo
87 Joseph Street
Manchester, NH 03102

603-668-5944



E



Associated Realty and Recovery Service
Kenneth DeSchuiteneer
816 Elm St. #186
Manchester, NH 03101
Phone # (603)668-6900

Alderman Henry Thibault
Chairman Land and Building Committee
Manchester Board of Mayor and Alderman
1 City Hall Plaza
Manchester, NH 03101

Re: Purchase of lot 25 Francis St.

Dear Alderman Thibault

Reference is made to the land a building committee meeting which Mr. Rene Soucy presented plans to purchase lot #25 on Francis St. from the city of Manchester.

It was determined that the lot was surplus and a proper value would be placed on it and the land would be offered for sale to the abutters.

The only abutter to this property is Mr. Sampo and lots 23 and 24 which Mr. Soucy has equitable title in.

At the meeting a number of Francis St. residents testified as to their objections to Mr. Soucy being allowed to purchase lot 25 and being allowed to build on lots 23, 24 and 25.

Mr. Leon LaFreniere of the city of Manchester building department also testified as to lots 23, 24 and 25 combined being unbuildable as of the illegal pitch of the property. He also stated that lot 20 was non-conforming without 23 and 24 and therefor purchased illegally.

Weil it seems it is more illegal then previously thought as the enclosed pictures will show.

The last building permit pulled for lot 20 was by Mr. John Freatas for electrical work over 35 years ago. The enclosed pictures show the lot 20 property, when it was sold to Mr. Lawrence and Mr. Lawrence's property now.

The building is twice as big now, and the garage is triple in size and if lot 20 was non-conforming when Mr. Lawrence purchased it, it is definitely non-conforming now. Mr. LaFreniere is aware of the exterior change in the Lawrence property, and in order to rectify this situation, Mr. Lawrence needs room for his septic.

Mr. Soucy will give Lawrence an easement on lot 23 for the septic thus making lot 20

E

conforming. The city must then set the guidelines to allow Mr. Soucy to build on 23, 24 and 25 combined to rectify the whole situation.

Or as an alternative have Mr. Lawrence restore his property to its original state when he purchased it.

Surely no permits would be approved on a non-conforming lot.

In summary I suggest that Mr. Soucy be allowed to purchase lot 25 and combine lot 23, 24 and 25 to make them buildable and grant the building permit to do so.

Then Mr. Soucy would give Mr. Lawrence an easement for his septic to make his lot conforming.

Then the building department can also issue permits to Mr. Lawrence for the work he has already done illegally and reassess his property.

Two wrongs don't make a right. This mess must be resolved.

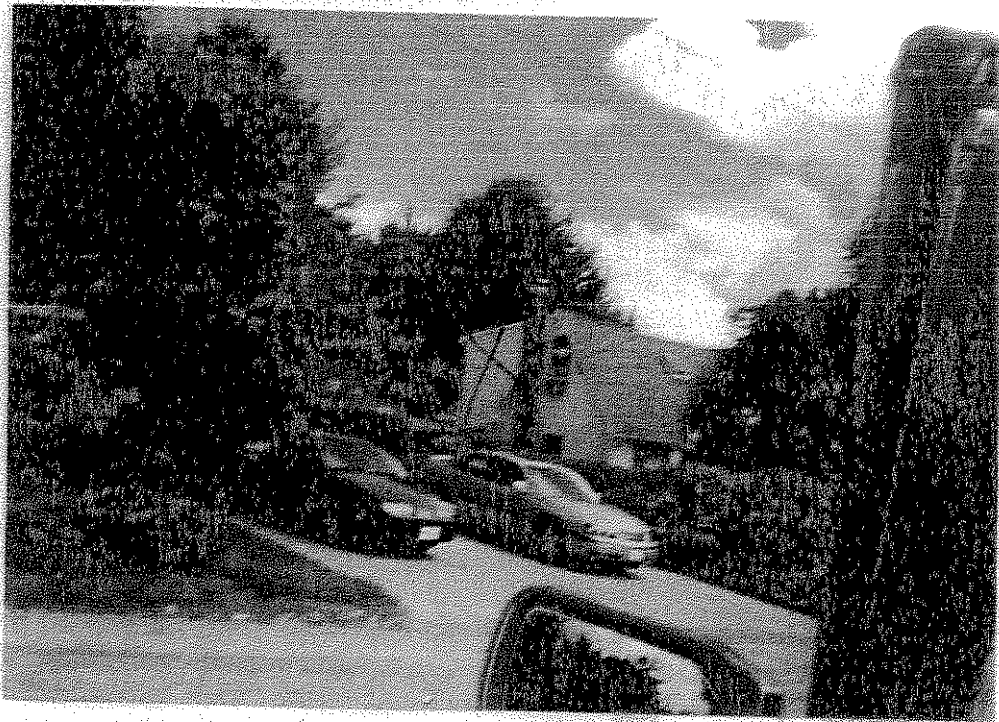
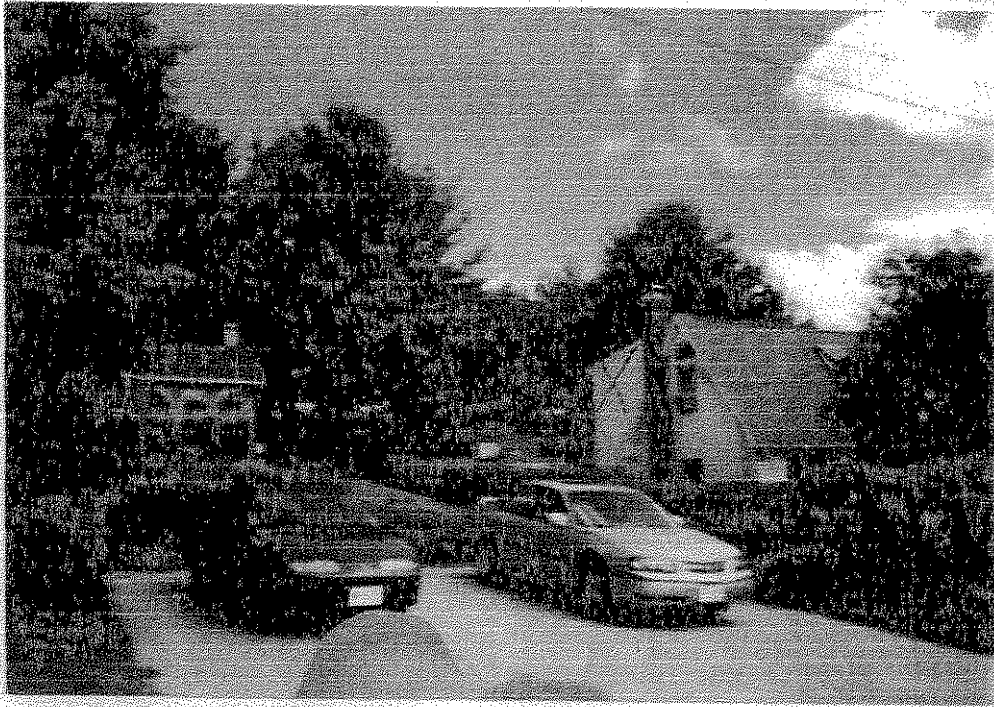
Sincerely,

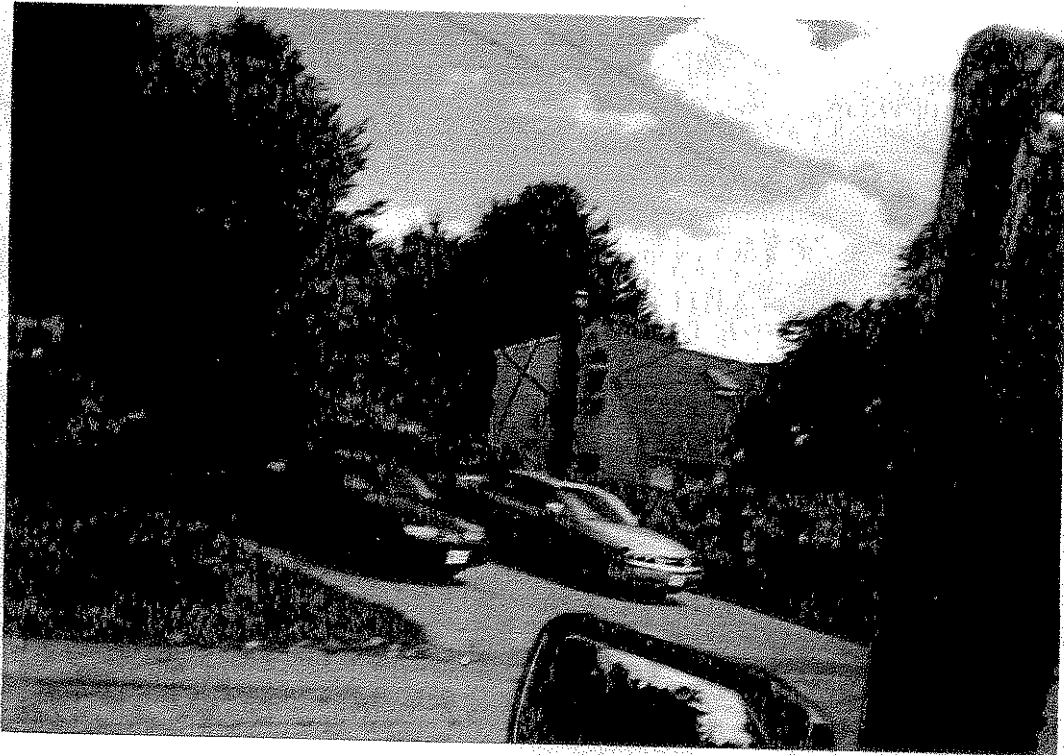
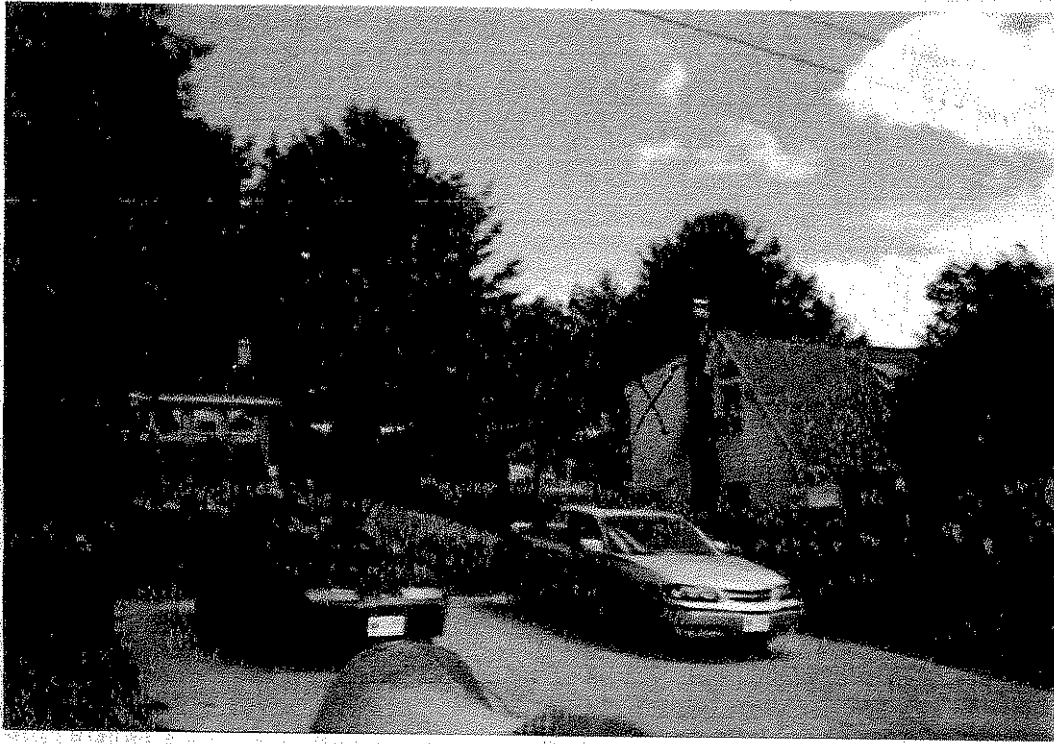


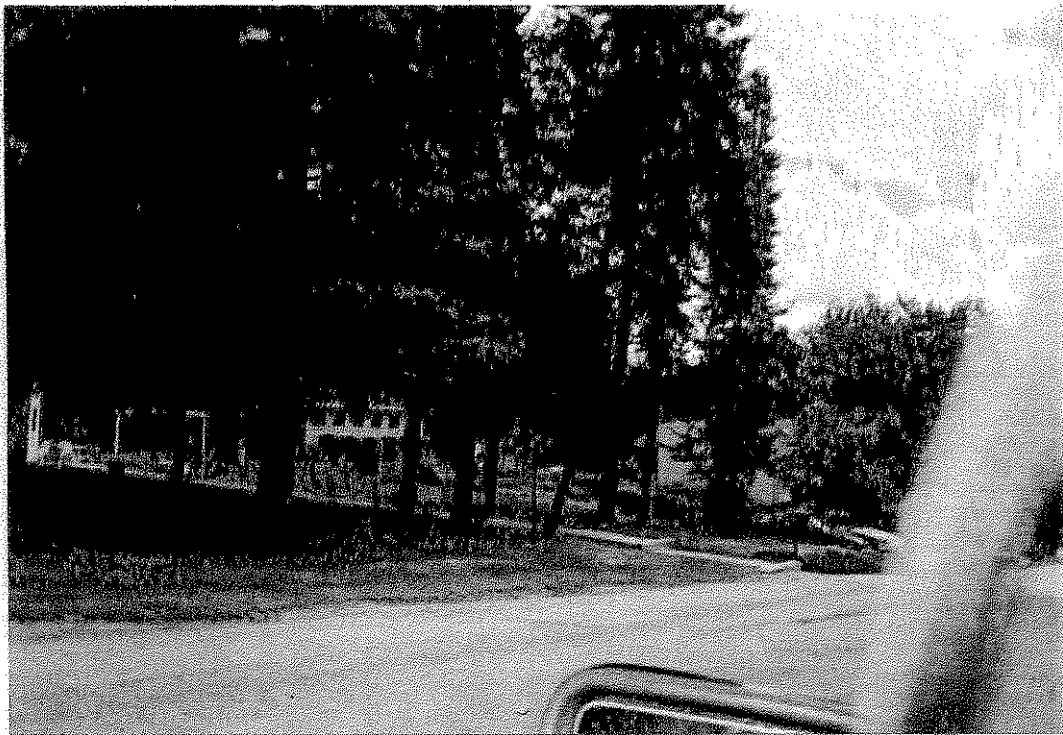
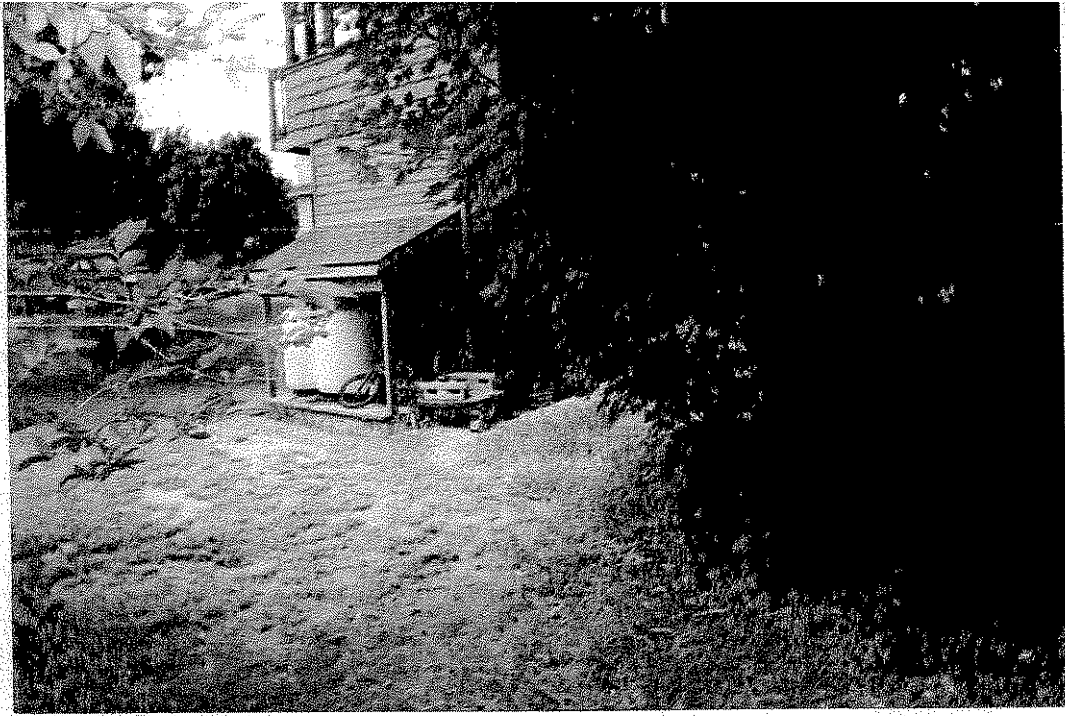
Kenneth DeSchuiteneer

CC. Board of Mayor and Alderman
City of Manchester Building Department
JDF Trust
c/o John D Freatas Jr.
File for future reference

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House on Lot 20 When Sold To Lawrence

80,000 PROFESSIONALS STRONG

OPEN HOUSE — SUNDAY 1-4



**122 Moose Club Park Rd.
Goffstown**

MINT COND. 3 BD Gambrel w/beach rights to Piscataquog River. Over 1800 S/F..... **\$94,900**

DIR.: Mast Rd. to right on Moose Club Park, go approx. 1/2 mi. down hill. Home on right.

HOME OF THE WEEK

BACK ON MARKET: Huge Ranch. Only 2 yrs. new. Open concept. 2-car gar on 2+ acres. Now..... **\$86,900**

GOFFSTOWN: Colonial. Great for large fam. New custom kit., formal din. rm., hardwd flrs., fam. rm., farmer's porch, 2-car gar. in-ground pool..... **\$134,900**
PERFECT: 1st time buyer home. Ranch w/gar. Pinardville. Live rent free for same price as rent..... **\$74,900**

NEW BOSTON: Quality Cape, 2-car attach'd gar., on 2 acres in Whipperwill sub-div..... **\$119,900**

LITCHFIELD: Beaut. open concept in exc. fam. neighborhood. Just reduced. Now..... **\$108,000**

WEARE: Beaut. tiered Cape on country acre. Choose your colors..... **\$39,900**

WEARE: Colonial of your dreams. Nearly 2000 SF. New constr., 2-car gar..... **\$115,000**

WEARE: Huge Colonial, 2-car gar., beaut. sub-div., views abound..... **\$118,000**

WEARE: Huge 4 yr. old Cape, light & bright on 1.8 acres..... **\$79,900**

GOFFSTOWN: Hip roofed Colonial, 2-car gar., Goffstown's finest sub-div., beautiful view..... **\$139,900**

GOFFSTOWN: Gambrel, 7 rm., 1 1/2 baths, 2 acres, 2-car gar., Wallace Rd. area..... **\$121,900**

GOFFSTOWN: Just listed. Delightful older Cape, compl. redone on 1+ acre..... **\$89,900**

BEDFORD: New constr., in great neighborhood, 2300 S/F, cul-de-sac, easy commute to 93..... **\$199,500**

BEDFORD: New constr. to be built in great Bedford loc. on cul-de-sac, master suite, easy commute..... **\$239,500**

COUNTRY: log cabin. Open concept, 12 acres, 2-car gar., a delightful place to call home..... **\$114,900**

MANCHESTER: 6-family, Hevey St..... **\$105,000**

NORTH END: Beautiful custom 4 yr. new home. Open concept European kit. you'll fall in love with, master suite, whirlpool bath & dressing area, central air, central vac., sec. system, fpic'd liv. rm., 2-car gar..... **\$139,500**

COUNTRY CHARM: 4 BD Cape, hardw. flrs., skylights, din. rm., 2-car gar., pool, outskirts, 5 min. to Manch..... **\$119,900**

HIGH VIEW ESTATES: Views, Views, Views from these gorgeous Colonials featuring 2000 S/F, 2-car gar., 2 1/2 baths. Still time to pick colors. Colonial under constr..... **\$154,900**

WATERFRONT: Ranch on 3/4 acre with 380 feet on water. Compl. updated with 1-car gar..... **\$99,900**

DUNBARTON: 1800 S/F Gambrel at this price! Beaut. stone wall boundaries, wonderful country loc..... **\$99,900**

ONE OF Goffstown's prettiest properties. Completely done Colonial, over 2200 S/F, 2 acres. Seller wants offer. **\$127,000**

WEARE: Antique Colonial in wonderful condition. Huge rooms, setting of 3 pretty acres, wide pine floors. Reduced! Now..... **\$129,900**

LAND

GOFFSTOWN: beautiful views. Owner financing..... **\$39,900**

BEDFORD: Desirable Randolph Commons, pond, views, septic..... **\$55,000**

GOFFSTOWN: Gorgeous view..... **\$49,900**

WEARE: Gorgeous view lot in exec. sub-div..... **\$24,900**

NEW BOSTON: Whipperwill Estates..... **\$22,500**

624-6855

WALK TO TOWN convenience in this Goffstown 3 bdrm home, large backyard for children, gardening, etc., attached barn..... **\$79,000**

529-2121

WHEEL CHAIR ACCESS to this well maintained manufactured home w/porch and shed on own 1± AC lot, only about 7 mi. to Manchester..... **\$35,000**

529-2121

COUNTRY LIVING on 5± AC mini farm waiting for your family to enjoy, 3 bdrm home w/fireplaced fam. rm., 2-car garage w/heated rm over..... **\$89,900**

529-2121

OVER 5 1/2 ACRES w/this passive solar home w/cathedral ceiling, FHW heat, walkout finished lower level, large attic and more..... **\$89,900**

529-2121

OVER 2 ACRES OF LAND with this fully applianced home, pleasant living in the country, ideal starter or retirement home at low price..... **\$45,000**

529-2121

OPEN HOUSES 1-3 P.M.



558 Amherst St.

MOVE RIGHT IN this mint 6 rm Split in east area, 3 bdrms, gas heat, pool, lg. deck..... **\$87,000**

Directions: Go East on Hannover, left on Alfred St. to Amherst.



**3802 Brown Ave.
TURN OF THE CENTURY** Colonial w/8+ rms, 4-5 bdrms, 2 baths, hdwd flrs, encl. porches..... **\$104,900**

Directions: Go South on Brown Ave., left Old Brown Ave. home on RT.

NEW LISTINGS



PERFECT STARTER! Oversized expansion Cape w/2 bdrms, hdwd flrs, plaster walls, brzwy & gar., oil heat, West..... **\$85,900**



SUPER RANCH! Northend 5+ rm. home w/3 bdrms, fpic'd liv. rm, fam. rm, det. gar., new oil heat. Location!!!..... **\$97,900**



QUIET WEST area features this 4 rm Cape, 3 bdrms, gar. under, dead end, hdwd flrs, great for garden lovers..... **\$79,900**



PINARDVILLE oversized Ranch w/lg bdrms, hdwd flrs, att. den, fin. playrm, encl. patio, carport, exc. starter..... **\$84,900**

60'S SPECIALS!!!



CHARMING West Cape w/6 rms, 3 bdrms, hdwd flrs, nat. wood interior, formal din. rm, det. gar..... **\$69,900**



WELL-KEPT 2-lam. w/5 rms, 2-3 bdrms, each apt., 3 garages, exec. owner occupied, good size yard, West..... **\$64,900**



HANDYMAN SPECIAL! 2-story home w/newer 2nd flr, oversized yard, corner lot, det. gar., lots of potential..... **\$62,500**



PRICED TO SELL! Just vacated New Englander w/3 bdrms, all good size rms, 2 porches, convenient loc..... **\$69,900**

668-5100

Century 21

**Ledgewood
Goffstown
624-6855**

**Abbyss
Weare
529-2121**

**Dumont & Assoc.
Manchester
668-5100**


E


To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that they have approved a request from Leo Bernier to install a replica "old time" clock, formerly housed at the Mall of New Hampshire, on Stark Street in proximity to the City Hall Complex. This clock is representative of those that were once displayed on Elm Street.

The Committee notes that any costs associated with this placement will be covered by donations and the use of the City Clerk's special projects account.

Respectfully submitted,


Clerk of Committee


Deputy

F

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited
--

ONE WAY STREET:

North Hampshire Lane, from West Brook Street to Langdon Street, southbound

RESCIND ONE WAY STREET:

North Hampshire Lane from Langdon Street to West Brook Street, northbound

PARKING ONE HOUR (8 AM – 6 PM, MON-SAT) (EMERGENCY ACT):

On South Main Street, east side, from a point 225 feet south of Goffe Street to a point 70 feet south

NO PARKING:

On Blodget Street, south side, from Ash Street to a point 45 feet west

On Orange Street, south side, from Ash Street to Maple Street

On Jewett Street, east side, from Massabesic Street to a point 70 feet south

On Massabesic Street, from Jewett Street to a point 70 feet west

On Page Street, west side, from a point 500 feet north of Candia Road to a point 60 feet north

On So. Jewett Street, east side, from Maurice Street to Constant Street

(Emergency Act)

Traffic Report

Page 2.

RESCIND NO PARKING:

On Blodget Street, south side, from Ash Street to a point 70 feet west (#8885)

On Beacon Street, west side, from a point 100 feet south of Lowell Street to a point 80 feet south (#8860)

NO TRUCK DELIVERIES AT ANY TIME:

On Spruce Street, south side, from Lincoln Street to a point 50 feet west

RESCIND TIME LIMIT:

1155 Elm Street, 6 AM – 7 PM, Monday-Friday, Excluding Holidays

NEW TIME LIMIT:

1155 Elm Street, 6 AM – 5 PM, Monday-Friday, Excluding Holidays

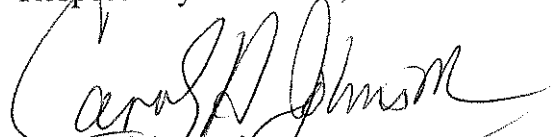
RIGHT TURN OVERLAPPING GREEN RIGHT ARROW SIGNAL:

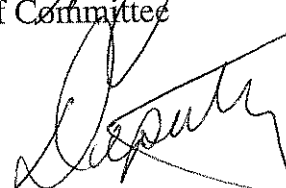
Mammoth Road and Bridge Street, northbound right and southbound right
Aldermen Gatsas and Sysyn

REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted August 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

Respectfully submitted,


Clerk of Committee

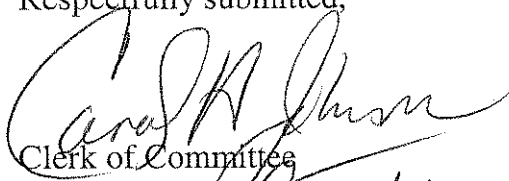



G

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that it has adopted the enclosed process regarding the sale of the Center of NH garage.

Respectfully submitted,


Clerk of Committee



H



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Committee on Traffic

From: C. Johnson
Deputy City Clerk

Date: December 8, 2004

Re: Notice of Sale for Center NH Garage

Enclosed for your review and consideration is a proposed "Notice of Sale" for the Center of NH public parking garage submitted by the Finance Department. The Board of Mayor and Aldermen has acted to have the garage go out for bidding.

It is suggested that the following process be approved by the Committee:

1. The Finance Director be charged with handling the advertising of the proposed sale of the garage, subject to rights of refusal for any and all bids received, and also be charged with receiving all bids.
2. The Finance Director share all information received with a staff committee consisting of the City Solicitor, Finance Director, Destination Manchester Coordinator, Planning Director and Traffic Director.
3. The staff committee review all bids received and make recommendation(s) to the Committee on Traffic for its consideration.
4. The Committee on Traffic shall receive recommendations or update from the staff Committee within a period of 60 days.
5. The Committee on Traffic will review recommendations and provide a report to the Board of Mayor and Aldermen.

H

**NOTICE OF SALE
PUBLIC PARKING GARAGE
CITY OF MANCHESTER, NEW HAMPSHIRE**

The City of Manchester, New Hampshire, through its Board of Mayor and Aldermen, has opted to sell a publicly-owned parking garage: the Center of New Hampshire Parking Garage located in Manchester's Central Business District.

The 1,004 space, four level garage serves a 244 room Radisson hotel, along with the adjoining convention center and office tower. The garage is located at the corner of Granite and Canal Streets, across from the Verizon Wireless Arena, a 10,000 seat multi-use entertainment facility that is home to the Manchester Monarchs of the American Hockey League. The garage is subject to leases, operating agreements and rights of first refusal.

The lower three levels of the precast filigree system were built in 1983. The top level, consisting of steel beams and columns with one way concrete deck, was added in 1987. Recent repairs, completed in 1998, consisted of partial depth concrete repairs, membrane reapplication and painting.

The original plans for the garage indicate that it was designed for two additional levels. Only one level has been added to the original construction. An additional level could be added to the garage, however a thorough structural analysis of the existing garage would be required to confirm its' adequacy for additional loading.

The proposed sale will be conducted by sealed bid. Sealed bids are due no later than [3:00 PM EST on Friday, _____] at the Manchester Economic Development Office, One City Hall Plaza, Room 110, Manchester, New Hampshire 03101. All responses shall contain, in addition to the bid price, relevant information concerning the bidder's ability to finance the proposed purchase and to operate the facility in a professional manner consistent with current industry standards. Responses received by facsimile transmission will not be accepted, and the City of Manchester reserves the right to reject any and all proposals, to waive any informality, and to accept the bid deemed to be in the City's best interest. The City will select the highest responsive and responsible bid net of any applicable commissions or brokerage fees.

Interested parties may request a bid package containing general information on the community as well as operating expense, revenue, and maintenance history on the subject facility by contacting the Manchester Economic Development Office at (603) 624-6505.

H

REQUEST FOR PROPOSALS

Real Estate Appraisal Services
City of Manchester Parking Garage

Background

The City is proceeding to investigate the possibility of selling its three (3) public parking garages. In order for the City of Manchester to enter into discussions with Potential buyers, a determination of fair market value must be made. Accordingly, the City is seeking fee quotes from qualified, licensed real estate appraisers having either the SRA or MAI professional designation relative to the appraisal assignment outlined below.

Scope of Work

The facility to be appraised is as follows:

Center of New Hampshire garage - The facility is located in the corner of Granite and Canal Streets at the rear of and attached to the Center of New Hampshire/Holiday Inn. It is a four (4) level structure containing 1004 parking spaces.

The parameter or the proposed assignment are as follows:

1. Estimate of fair market value of the property assuming continued use of facility for parking
2. Value, if any, or any remaining leasehold interest and purchase options

General Conditions

The appraiser shall meet as necessary with appropriate representatives of City to review and resolve any issues that may arise during the assignment.

The appraiser shall carry the required insurance coverage for the duration of the assignment. See Attachment "A", City of Manchester Indemnification and Insurance Requirements.

The City reserves the right to reject any or all proposals, to waive any informality, and to accept the proposal deemed to be in the City's best interest.

H

Responses

All responses must be in writing and shall contain the following:

1. Statement of Qualifications of appraiser including references to similar appraisal assignment completed previously
2. Total appraisal fee and a breakdown of the fee charged for the property
3. Fees should be based on the appraiser furnishing a Complete/Self Contained Appraisal for each property to be appraised
4. Date on which appraiser is available to begin the assignment
5. Number of calendar days required to complete the assignment

Written responses are due no later than () in the Manchester Economic Development Office, One City Hall Plaza, Manchester, New Hampshire 03101. Responses received by facsimile transmission will be accepted under the condition that they arrive prior to the specified deadline. Any questions concerning the assignment are to be directed to the Economic Development Office, at the above address or by telephone at (603) 624-6505.

H



CITY OF MANCHESTER

OFFICE OF THE MAYOR

Robert A. Baines
Mayor

December 16, 2004

One City Hall Plaza


Manchester, NH 03101-1932

Phone: 603.624.6500 (V/TTY)

Fax: 603.624.6576

www.ManchesterNH.gov

To: Board of Mayor and Alderman

From: Bob Baines 

Re: Request to Change January Meeting

Because of a conflict with the winter meeting of the U.S. Conference of Mayors and the Inaugural Ceremony for the President of the United States, I am respectfully requesting the second meeting in January be held on January 25, instead of January 18.

Thank you.



City of Manchester Fire Department

100 Merrimack Street • Manchester, NH 03101-2208
(603) 669-2256 Business • (603) 669-7707 Fax
www.ci.manchester.nh.us

Joseph P. Kane
Chief of Department

November 19, 2004

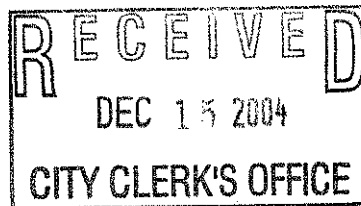
Mayor Robert Baines
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Mayor Baines:

Under the advice from the City Solicitor we are requesting from The Mayor and Board of Aldermen that you authorize to use a Request For Proposals for the replacement of Truck 3.

Sincerely,


Joseph P. Kane
Fire Chief



Fire/Ambulance Emergency 9-1-1

9



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 10, 2004

Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza
Manchester, New Hampshire 03101

Attn.: Mr. Leo R. Bernier, City Clerk

Re: *"Household Hazardous Waste Collection Project"*
Spring 2005

Dear Committee Members:

Please be informed that the Department of Highways is proposing to conduct another "Household Hazardous Waste Collection Project" this spring. We have selected **Saturday, May 14, 2005** as the date for collection. The collection site will be set up at the Drop-Off Facility on Dunbarton Road and household hazardous wastes will be accepted between the hours of 9:00 AM and 2:00 PM.

Also be informed that the City is eligible for up to \$20,000.00 in state hazardous waste clean-up fund monies from the State of New Hampshire, Department of Environmental Services, Waste Management Division for the above referenced program.

We hereby request your authorization to accept the aforementioned funds and to enter into a contract with the NH Department of Environmental Services, Waste Management Division for the same. We further request that the Public Works Director be authorized to execute any documents that may be necessary for this contract. An original, notarized "Certificate of Authority" will be necessary for the State.

Very truly yours,

for Frank C. Thomas, P.E.
Public Works Director

10

IN BOARD OF MAYOR & ALDERMEN

DATE: November 16, 2004

ON MOTION OF ALD. Garrity

SECONDED BY ALD. DeVries


VOTED TO table

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that pursuant to RSA 232:22a Hillcrest Avenue be reclassified from a Class VI to a Class IV highway contingent upon a design plan of improvements acceptable to the Highway Department submitted by a licensed NH engineer, and a bond for the cost of construction presented in the design plan that is acceptable to the Highway Department, being received by the Highway Department.

Such reclassification to become effective upon certification by the Public Works Director to the City Clerk that such items have been received and are acceptable to the Highway Department.

Respectfully submitted,


Clerk of Committee



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

September 16, 2004

Paula LeBlond-Kang
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Hillcrest Avenue alteration

Paula:

We have reviewed the petition for alteration from class VI to a class IV of the portion of Hillcrest Avenue. The Highway Department supports the petition conditional that the street be improved to the City street standards.

In order for the street to be improved a design plan of the improvements must be submitted by a licensed New Hampshire engineer for review by the Highway Department. Waivers for improvements that do not meet our standards may be requested of the Director of Public Works.

If you have any questions please contact me at the Highway Department at telephone number 624-6444 extension 301.

Sincerely,

Frank A. Thomas, P.E.

Director of Public Woks

Cc: File

Attorney Andrew Sullivan

04 SEP 20 P 1:11

RECEIVED
MANCHESTER CITY CLERK

11

**To the Honorable Board of Mayor and Aldermen of the
City of Manchester:**

The Undersigned respectfully represent that for the accommodation of the public there is occasion for alteration of a class VI street to a class IV street.

The undersigned, Tony Roxo, owner of Tax Map 532, Lots 32 and 33 (which abut Hillcrest Avenue), by and through his agent, Atty. Andrew H. Sullivan, respectfully represents that for the accommodation of the public, there is occasion for altering a portion of a certain highway known as Hillcrest Avenue in Manchester, New Hampshire as shown on Plan entitled: "Elmhurst" dated April 1909 and prepared by Frank A. Gay, C.E., recorded in HCRD as Plan No. 408. The lay out of the entire length of Hillcrest Avenue was on June 27, 1910 as recorded in Book 9, Page 107 of the records of the Highways, Streets and Bridges of the City Clerk of the City of Manchester.

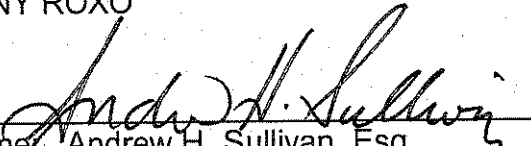
DESCRIPTION OF PORTION OF ROAD FOR WHICH ALTERATION IS PETITIONED:

Beginning at the current westerly terminus of the Class IV section of Hillcrest Avenue and extending to a point 34' east of the easterly right of way line of South Elm Street, measured at the centerline of Hillcrest Avenue. This altered section of Hillcrest Avenue is to be 50' wide.

NOW THEREFORE, the undersigned hereby respectfully requests you to alter the above-described section of Hillcrest Avenue so that henceforth it shall be a Class IV Road.

Dated at the City of Manchester, New Hampshire this September 15, 2004.

TONY ROXO

By: 
Name: Andrew H. Sullivan, Esq.
Title: Attorney/Agent for Tony Roxo

Cc: Tony Roxo
J. Wichert
M. Miccio

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending Section 70.57(A) Parking Rates of the Code of Ordinances of the City of Manchester by increasing the monthly parking garage rates."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

- I. Amending Section 70.57 (A) (2) Parking Rates by removing language ~~struck through~~ and replacing same with language ***bolded and italicized*** as follows:

(A) Parking garage rates:

(2) Monthly rate ~~\$65.00~~ ***\$70.00*** from 6:00 a.m. to 7:00 p.m. Monday through Friday excluding holidays: Center of NH Garage, Victory Garage, Fleet Bank Garage, Wall Street Garage

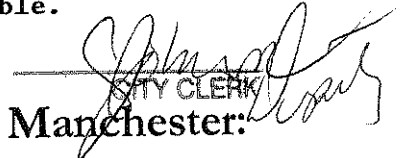
- II. This Ordinance shall take effect January 1, 2005.

DATE: November 16, 2004

ON MOTION OF ALD. Guinta

SECONDED BY ALD. Forest

VOTED TO table.


CITY CLERK

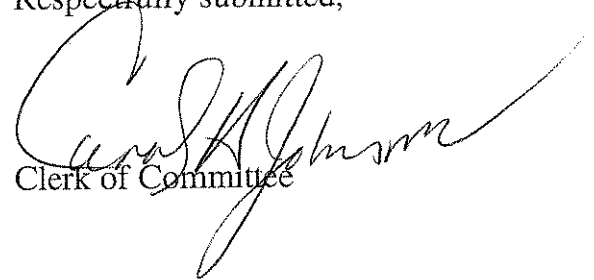
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Section 70.57(A) Parking Rates of the Code of Ordinances of the City of Manchester by increasing the monthly parking garage rates.”

providing for increase of parking garage rates from \$65.00 monthly to \$70.00 monthly, as enclosed herein, be adopted with an effective date of January 1, 2005.

Respectfully submitted,


Clerk of Committee